BRAD GRAHAM

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REAL ESTATE PROFESSIONAL

Real Estate | Team Leadership | Office Operations

Los Angeles, California | Green Card Holder | California Real Estate License



PROFESSIONAL SUMMARY

A highly detail-oriented real estate professional with over 21 years of industry experience across property management, sales, office operations, and team leadership. Demonstrated success in long-term roles, reflecting reliability, strong performance, and a deep understanding of the property sector.

Possesses the experience and confidence to work autonomously and in a team environment while consistently delivering high-quality outcomes. Exceptionally organised with a strong work ethic and attention to detail, and committed to maintaining clear, professional communication with clients, colleagues, and stakeholders at all times.

CALIFORNIA TRANSITION

Recently permanently relocated to Los Angeles as a Green Card Holder (from Melbourne, Australia) and have obtained California Real Estate License through Department of Real Estate (DRE) and Property Management Certification (PMC) through the California Association of Realtors (CAR), with the goal of continuing to grow and further develop my Real Estate career in California.

CORE SKILLS

Leadership & Team Management

- Team leadership, mentoring, and performance management
- Staff training, onboarding, and development
- Conflict resolution and decision-making
- Building high-performing, accountable teams

Real Estate Expertise

- End-to-end portfolio management
- Sales coordination
- Trust account management
- New Business Development
- Operations, systems and procedure implementation

Client & Stakeholder Management

- Client relationship building and retention
- High-level client communication and retention
- Dispute resolution and mediation
- Delivering premium customer service experiences

Operations & Business Management

- Office and workflow management
- Process improvement and efficiency optimisation
- Trust accounting and financial reporting
- Budgeting and expense control
- Growing the business through New Business acquisitions

CAREER HISTORY

Gary Peer and Associates – Murrumbeena, Victoria

Team Leader / Senior Property Manager | June 2021 – Current *(Currently working remotely)*

Large-scale, well-respected agency. In the Property Management office with a team of 17, my role here was to support, mentor and encourage the team on a daily basis whilst implementing systems to support them in their roles. I also manage a portfolio of 150 properties in this position whilst taking on New Business clients and growing the rent roll. This was effectively a 2IC role to the Branch Manager where we oversee the operations of the office, staff management, training, retention and recruitment.

They have asked me to stay on for an extended period post relocation to Los Angeles where I have continued in my role, however this will be ending in October 2026.

JP Dixon Real Estate – Brighton, Victoria

Head of Property Management / Business Development Manager | November 2017 – February 2020

When I took on this role, the company was looking for someone to run the Property Management department autonomously whilst maintaining a high level of service to clients within this blue-chip location. The company also wanted to have more structure and systems in place to effectively run the department. Once commencing this position I was also asked to assist with the operations of the business including a change in branding and structure of some aspects of the business.

Buxton Real Estate Group – Chelsea, Victoria

General Manager / Head of Property Management | February 2015 – November 2017

After having 8 months off, I was approached to be involved in the start-up of Buxton Real Estate Chelsea. This role involved starting an entirely new office. I was employed to start and solely run the Property Management Department, however this position quickly changed and evolved into General Manager for the overall business and management of the sales team.

Hocking Stuart – Chelsea, Victoria

Department Manager / Head of Property Management | November 2009 – May 2014

In November 2009 I was approached by the then, Hocking Stuart Chelsea Sales Office who were looking at commencing a Property Management department and regaining a rent roll owned by the Sales Directors which was managed by the Property Management office. This position involved the entire start-up of a brand-new department within 3 1/2 weeks. During this time, we needed to prepare for the take-over of nearly 200 properties. At the time of leaving, this rent roll had grown to around 450 properties and I had 3 full time staff working under me.

Hocking Stuart Property Management – Chelsea, Victoria

Property Manager | September 2008 – November 2009

This was a solely operating Property Management Office which managed in excess of 700 Properties. I was employed here as a Portfolio Manager managing around 180 properties with the assistance of a Leasing Consultant.

Blackburn and Lockwood Real Estate (Now Barry Marshall Real Estate) – Armadale, Victoria

Assistant and then Property Manager | February 2005 – September 2008

I originally commenced this position as an office assistant as well as assisting the Property Manager. Within 12 months, the Property Managers position became available and I took on this role. I had the responsibility of managing a large portfolio (250+) of mixed Residential and Commercial Properties. I worked closely with the Director and also had an assistant who worked alongside myself.

EDUCATION & CERTIFICATIONS

- California Real Estate License – Department of Real Estate (DRE)
- Property Management Certification (PMC) – California Association of Realtors (CAR)
- Diploma in Management (Australia)
- Diploma in Business (Australia)
- Successfully Completed Year 12 VCE (Australia)
- Certificate IV in Property Services – Fully Licensed Estate Agent (Australia)
- Successfully obtained Agents Representative (Australia)

REFERENCES / REFEREES

Available upon request.